



# PROCESSING WIC CHECKS

## A Bookkeeper's Guide

---

Montana WIC Program  
December 2008



# WIC Provides:

---

- Nutrition education and counseling
- Referrals to other assistance programs or medical resources
- Specific foods meeting the federal nutritional requirements and the needs of the participant



# WIC Participants

---

- Must meet the following requirements:
  - Categorical – be a pregnant, postpartum or breastfeeding woman, an infant or child up to their fifth birthday
  - Financial – be at 185% of poverty level
  - Nutritional – have a documented nutritional risk
  - Residential – either live in or receive medical services in the area the WIC clinic is located



# Montana WIC Checks

---

- Are given to WIC participants for specific food items
- Are valid for a specific time period, including the first and last days to use
- Only the participant, parent or proxy may cash the WIC check
- Authorized signatures are listed on the WIC ID Packet



# Bookkeepers Are To:

---

- Check the valid dates. Is the check current?
- Check for the participant's signature
- Check for the amount of sale. Is it filled in? Is it legible? Has it been corrected properly?
- Place the WIC stamp on the check. Is it legible? Is it in the "Montana Retailer Stamp" block? Is it right-side up?
- Ask your bank to NOT automatically redeposit WIC checks. This leads to extra "bounce fees", and a "Do Not Redeposit" rejection stamp on the check.



# Valid Dates

---

- The valid dates are listed on the right-hand side of the check as the “First Day To Use” and the “Last Day To Use”.
- The WIC check is valid on and between those dates.
- The cashier is to write the date of sale in the “Actual Date Of Sale” block, between the valid date blocks.



# Participant's Signature

---

- The total amount of sale is to be calculated and written in the “Actual \$ Amount of Sale” by the cashier.
- The participant is to sign the check, verifying that the amount of sale is correct, and s/he purchased the correct food items.



# Missing Participant's Signature

---

- If the participant's signature is missing, the bookkeeper is to:
  - Contact the local WIC agency. Ask that they notify the participant to come in to sign the check.
  - Document your contact on the "Process Form: Missing Signature Checks".
  - If the participant does not come in within ten days of the call, forward the check and the process form to the state office for approval.



# Actual \$ Amount of Sale

---

- The cashier is to subtotal the sale, deduct any coupons, total the sale and write the sale total in the “Actual \$ Amount of Sale” block.
- The WIC participant is NOT to sign the check until the “Actual \$ Amount of Sale” has been filled in.



# Correcting the Sale Amount

---

- If an error is made in the “Actual \$ Amount of Sale” block, the cashier or the bookkeeper is to:
  - Draw a single line through the amount
  - Write the correct amount in the “Correction” block
  - Initial the change



# Correcting the Sale Amount

---

- If the corrected amount is the same or less than the original amount, send the check to the bank.
- If the corrected amount is higher than the original amount, the original check **MUST** be sent to the State WIC office with either a copy of the receipt or a journal voucher.
- If there are errors in the items purchased, the amount of sale will be reduced by the State office to eliminate any erroneous items.



# WIC Retailer Stamp

---

- The Montana WIC Retailer Stamp is a rubber stamp with a four-digit number that identifies the retailer.
- The stamp **MUST** be printed on each WIC check in the “Montana Retailer Stamp” block.
- Black ink **MUST** be used.



# Bank-Rejected WIC Checks

---

- The WIC bank will reject checks for a variety of reasons.
  - Purchase Price Missing
  - Redeemed Too Early/Too Late
  - Altered Price
  - Excessive Amount
  - Missing Signature
  - Multiple Presentments
  - Do Not Redeposit
  - Other Reasons



# Bank-Rejected WIC Checks

---

- You will NOT receive the original check back. You will receive a microfilm copy of the check, with a bank endorsement stating the copy is a legal document.
- Check copies must be corrected and returned to the bank as soon as possible.



# On-Site Corrections

---

- No/Illegible retailer stamp
  - Stamp the check and resubmit to the bank.
- Redeemed Too Early
  - Hold the check until the “First Day To Use” and resubmit it to the bank.
  - Send the State WIC office a copy of the check, front and back. We will forward it to the local agency to educate the WIC participant.
- All other checks should be sent to the State WIC office for approval.



# State Corrections

---

- Any WIC checks stamped with a message to “Call State Office” or “State Authorization Required” MUST be sent to the state office. Send the legal check copy. A copy of the transaction or journal voucher is needed for any errors involving the amount of sale.



# Quarterly Price Surveys

---

- Your price survey determines the amount of reimbursement you receive for WIC checks.
- Call the State office with any large increases in price.
- Price surveys are mailed to WIC retailers in February, May, August and November.
- Retailers have three weeks to complete and return the surveys.



# Quarterly Price Surveys

---

- All red-numbered items are “required” items (to be stocked at all times) and must have a price listed.
- Price surveys missing a required price or a signature will be returned to the retailer.
- One written notice of a missing survey will be mailed with another survey form.
- Three sanction points will be issued to retailers not returning the second survey.



# Have questions or problems?

---

Call Carrie at the State WIC office at  
800-433-4298, option 2, or directly at  
406-444-4746.

Mail checks needing approval to:  
Montana WIC Program  
Attn: Carrie  
Cogswell Bldg, Rm 305  
P O Box 202951  
Helena MT 59620-2951